

1 DECEMBER 2002



Security

MOTOR VEHICLE TRAFFIC SUPERVISION

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OPR: 305 SFS/SFAA (SrA Joseph Wolski)
Supersedes MAFBI 31-204, 1 July 1999

Certified by: 305 SFS/CC (Lt Col André K. Curry)
Pages: 21
Distribution: F

This instruction establishes procedures, sets forth policy, outlines responsibilities and prescribes enforcement procedures for motor vehicle traffic supervision within the confines of McGuire AFB. This base instruction supplements the rules and procedures set forth in Air Force Instruction (AFI) 31-204, *Air Force Motor Vehicle Traffic Supervision*. This instruction applies to all military personnel, their family members, Department of the Air Force civilians, and visitors who live on or transit McGuire AFB.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

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1. Scope. This instruction establishes the McGuire AFB Traffic Code and Traffic Circulation Plan as required by AFI 31-204. It is the purpose of this code to conform as nearly as possible to Title 39, *New Jersey Motor Vehicle and Traffic Regulations*. Pursuant to United States Code, Title 40, Section 318, *Special Police*, Department of Defense Directive (DoDD) 55250.4, *Enforcement of State Traffic Laws on DoD Installations*, and AFI 51-905, *Use of Magistrate Judges for Trial of Misdemeanors Committed by Civilians*, all New Jersey vehicular and pedestrian traffic laws set forth in Title 39, *New Jersey Motor Vehicle and Traffic Regulations*, that are now or may hereafter be in effect, shall be expressly adopted and made applicable to McGuire AFB. Furthermore, pursuant to DoDD 5525.4, all persons on McGuire AFB shall comply with the additional vehicular and pedestrian rules set forth in this instruction.

2. Definitions.

2.1. **Emergency Vehicles.** Fire Department, Security Forces, Explosive Ordinance Disposal, Ambulances or other vehicles equipped with the appropriate emergency warning devices responding to an actual emergency situation.

2.2. **Driving Privilege.** The privilege extended by the installation commander to an individual permitting operation of a motor vehicle within limits of the installation. The privilege once extended is subject to administrative suspension or revocation for cause as determined by the installation commander.

2.3. **Parking.** The standing or waiting on a street or road of a vehicle not actually engaged in receiving or discharging passengers or merchandise, unless in obedience to traffic regulations or traffic signals or signs.

2.4. **NJSA.** New Jersey Statutes Annotated, specifically Title 39, *Motor Vehicle and Traffic Regulations*.

3. Responsibilities.

3.1. Unit Commanders will:

3.1.1. Promote a vigorous education program and make this instruction known to all personnel.

3.1.2. Decide if a person will attend the Traffic Safety Course, if the individual has accumulated 6 traffic points, or has been involved in an accident, or has accumulated two moving violations within the preceding 12 months. Commanders will schedule and ensure attendance and completion of the Traffic Safety Course within 60 days of notification.

3.1.3. The unit commander will recommend to the 305 MSG/CD whether the individual's driving privileges should be suspended. If the unit commander recommends suspension, the period of suspension may not be for less than 30 days or more than 90 days.

3.2. The Chief of Ground Safety will:

3.2.1. Notify the Security Forces Reports and Analysis Section of all individuals who have a valid state license and have successfully completed prescribed traffic safety course. This information will be provided within 15 days of course completion and will be annotated in the Security Forces Management Information Systems (SFMIS).

3.3. The 305 AMW Commander or Designated Representative:

3.3.1. The 305 AMW Commander establishes and manages the local installation traffic supervision program that provides broad authority to regulate the movement of traffic and personnel on the installation.

3.3.2. The installation commander must develop local procedures to ensure safe pedestrian and vehicle traffic.

3.3.3. The installation commander integrates the use of safety, engineering, legal, and police services resources during the traffic review and planning processes.

3.3.4. The installation commander or SPTG/CD has the authority to revoke or suspend an individual's driving privileges.

3.4. The Chief, Security Forces will:

3.4.1. Ensure the enforcement of this instruction by appointing an NCOIC, Installation Security to ensure Security Forces personnel are adequately trained to enforce traffic regulations and be familiar with this instruction.

3.5. NCOIC, Installation Security along with Security Forces personnel will:

3.5.1. Render assistance, investigate accidents, make apprehensions and issue citations when necessary for traffic violations.

3.5.2. Cooperate with 305th Civil Engineer Squadron and other agencies to develop ways to improve traffic conditions.

3.6. 305 CES/CC will:

3.6.1. 305 CES/CC will appoint an officer or equivalent grade civilian to serve as the McGuire AFB Traffic Engineer.

3.7. Traffic Engineer will:

3.7.1. Determine the placement, proper timing and maintenance of traffic control devices, conduct engineering analysis of traffic accidents, and devise remedial corrective actions.

3.7.2. The 305 CES will plan the operation of traffic flow (streets and parking lots) of McGuire AFB.

3.7.3. The 305 CES is responsible for establishing adequate temporary traffic control devices during maintenance of roadways and parking lots. Proposed actions should be coordinated with the NCOIC, Installation Security no later than 48 hours prior to initiating repair work.

3.8. Emergency Regulations.

3.8.1. The Chief, Security Forces in conjunction with the 305 CES is authorized to modify the provisions of this instruction when an emergency or special condition arise. Temporary modifications will not exceed 90 days.

4. Reports of Traffic Violations and Motor Vehicle Accidents.

4.1. Reports of motor vehicle accidents and traffic violations will be prepared and processed IAW AFI 31-204.

4.2. Specific administrative action for non-moving traffic violations.

4.2.1. The provisions of this section apply to citations issued by Installation Patrols using either the DD Form 1408, **Armed Forces Traffic Ticket**, or DD Form 1805, **US District Court Violation Notice**. Only 305th/514th/108th Security Forces personnel are authorized to issue the DD Form 1408 or the DD Form 1805. No other personnel, to include Security Forces Augmentees, are authorized to issue violators these forms.

4.2.2. Court dates for DD Form 1805 violations are given to the individual for all mandatory court appearances at the time the citation is issued.

4.3. The 305 SFS Reports and Analysis section will initiate the following mandatory administrative actions:

4.3.1. Driving privileges will be suspended for 3-months for three non-moving violations within a 6-month period. Individuals cited for a violation of paragraph **11.4.** of this instruction, twice within a six-month period will be subject to having base driving privileges suspended for 30 days.

4.3.2. An additional 6-month suspension or revocation will result for a subsequent non-moving violation within one year.

4.4. The 305 AMW/CC or designee may upon the request of the Chief, Security Forces refuse to register or terminate the registration of a privately owned motor vehicle when the base driving privileges of the principle owner are suspended.

4.4.1. Driving privileges shall be automatically restored for individuals who have had their privileges suspended or revoked upon completion of the terms and conditions of the suspension or revocation. **Exception:** Reference paragraph **4.4.2.**

4.4.2. All individuals must request in writing to the 305 MSG/CD, through the Security Forces Commander, restoration of their driving privilege after being found to have been driving while listed on the base driving suspension/revocation list. The term of the suspension and all applicable courses must be completed in order for the restoration to occur.

4.4.2.1. All driving records for MAFB personnel PCSing to another installation will be forwarded to their gaining base.

4.4.2.2. All driving records of newly assigned personnel forwarded by their losing base, will be assigned a local number and inputted into the SFMIS program.

4.4.2.3. Any revocation and/or suspensions from other bases will be staffed as appropriate.

4.4.3. Consideration for limited driving privileges while privileges are suspended or revoked is made on a case-by-case basis. Individuals requesting limited driving privileges must do so by submitting a letter thoroughly explaining the circumstances that they feel warrant an exception. The letter must be endorsed by the unit commander prior to its submission to the 305 MSG/CD through the 305 SFS/SFAA. Notice of the decision will be made by return endorsement from 305 MSG/CD and routed through 305 SFS/SFAA.

4.5. If the operator of the vehicle is unidentified, the registered owner will be cited for the non-moving violation.

4.5.1. The registered owner must provide a written statement within **10 duty** days of the date on the citation that another individual was operating the vehicle.

4.5.2. If the Chief, Security Forces concurs, they will invalidate the citation and cite the responsible individual. For government vehicles, the last identifiable operator will be cited.

4.6. The following revocation periods will be applied when twelve or more moving violation points are accumulated.

4.6.1. 12 points in a 12-month period - 6 months to 1 year.

4.6.2. 13 points in a 12-month period - 7 months to 1 year.

4.6.3. 14 points in a 12-month period - 8 months to 1 year.

4.6.4. 15 points in a 12-month period - 9 months to 1 year.

4.6.5. 16 points in a 12-month period - 10 months to 1 year.

4.6.6. 17 points in a 12-month period - 11 months to 1 year.

4.6.7. 18 points in a 12-month period - 1 year.

4.6.8. 18 points in a consecutive 24-month period - 6 months to 1 year and the driver may be considered for permanent revocation of base driving privileges.

4.6.9. Driving while driver's license or installation driving privileges are under suspension or revocation will result in an automatic revocation of two years.

4.6.10. Driver's license, the registration certificate of the motor vehicle, and an insurance identification card shall be in the possession of the driver or operator at all times when he/she is in charge of a motor vehicle and will be exhibited to security forces personnel upon request (NJSA 39:3-29).

4.6.10.1. Driving privileges will be suspended for a period of 6 months for failure to present within 10 days a current state registration, driver's license, and insurance card to 305 SFS/SFAA. **Note:** To suspend an operator's privileges, the vehicle must be moving at the time of the citation.

4.7. Rebuttal of traffic tickets.

4.7.1. (Contested traffic tickets must be in writing.) Rebuttal will be sent to the 305 SFS/SFOS and be endorsed by the individual's squadron commander or first sergeant. Rebuttals must be submitted within 10 duty days from date the citation was issued.

4.7.2. Squadron commanders or first sergeants will screen contested tickets and forward valid rebuttals to the Chief, Security Forces.

4.7.3. The Chief, Security Forces will in turn forward the supporting documentation to the 305 MSG/CD with a recommendation for final determination.

5. Enforcement and Obedience to Traffic Regulations.

5.1. Authority of Fire Department Officials.

5.1.1. Officials of the Fire Department, when at the scene of a fire, may direct or assist the police with directing traffic in the immediate vicinity of the fire.

5.2. Vehicle operators are responsible for knowing and complying with civil and military instructions and regulations governing the operation of motor vehicles.

5.3. The wearing of portable headphones, earphones, or other listening devices while operating a motor vehicle or bicycle on the roadway is prohibited.

5.4. When a traffic or police officer is stationed in a roadway for the purpose of directing traffic all drivers of vehicles shall obey the officer's orders and directions (NJSA 39:4-80).

5.5. Roller blades, scooters, and skateboards will not be operated on any roadway. Individuals will use extreme caution when crossing the road on roller blades.

5.5.1. Skateboarders will carry their skateboards when crossing the road.

5.6. Authorized emergency vehicles.

5.6.1. The driver of a vehicle upon a roadway shall yield the right of way to any authorized emergency vehicle when it is operated on official business in response to an emergency call or in pursuit of actual or suspected violator of the law. The emergency vehicle will have at least one visible red or blue light or an audible signal (NJSA 39:4-91).

5.6.2. The driver of an emergency vehicle may exceed speed limits and park where necessary when responding to an emergency or pursuing a violator; however, this instruction **does not** relieve the driver of any responsibilities when operating the emergency vehicle with regard to the safety of all persons.

5.7. Members of volunteer fire, first aid, or rescue companies displaying emergency warning lights will drive with due regard for the safety of all persons and shall obey all the traffic laws of McGuire AFB. Drivers of non-emergency vehicles shall yield the right of way to any volunteer fire, first aid, or rescue vehicle displaying emergency lights.

5.8. Accident Reporting.

5.8.1. The driver of any vehicle knowingly involved in an accident resulting in injury or damage to personal property shall immediately stop the vehicle at the scene of the accident give his name, address, exhibit his operator's license, registration, and proof of insurance (NJSA 39:4-129).

5.8.2. If there are no Security Force members present, the driver will report the accident to the Security Forces immediately.

5.8.3. Persons who witness an accident will either remain at the scene until Security Forces arrive or report the accident to Security Forces, which ever is most feasible.

5.8.4. If the owner of the vehicle or property cannot be located, the driver of the vehicle will affix a written advisory to the vehicle or property to identify themselves.

5.8.5. The driver of any motor vehicle involved in an accident resulting in injury or death to any person or damage in the amount of \$250.00 or more to any vehicle or property shall be presumed to have knowledge that he was involved in such accident (NJSA 39:4-130).

5.8.6. The parent or legal guardian is responsible for minors while they are operating vehicles on McGuire AFB and are responsible to ensure they obey the rules in this instruction. The parent or guardian is responsible to report any accident involving a juvenile to Security Forces immediately.

5.8.7. The 305 MSG/CD may suspend or revoke the on-base driving privileges of any person failing to report an accident for a period of 1 year.

6. Traffic Control Devices.

- 6.1. No person shall install, or cause to be installed, any traffic control device, to include signs or markings depicting reserved or regulated parking without approval of the 305 AMW/CC or designated representative.
- 6.2. All traffic control signs, signals, and devices shall conform to the *Manual on Uniform Traffic Control Devices* (MUTCD), issued by the US Department of Transportation.
- 6.3. No provision of this code will be enforced against an alleged violator if the official traffic control device is not in the proper position and is not sufficiently visible to an ordinary person.
- 6.4. Whenever official traffic control devices are displayed IAW this instruction, it will be presumed to have been placed intentionally and legally until proven otherwise.

7. Speed Regulations.

- 7.1. Based upon traffic engineering studies, legal speed limits described below have been established for McGuire AFB. All persons, except responding emergency vehicles, will operate within posted speed limits.
- 7.2. 10 MPH in parking lots.
- 7.3. 15 MPH on School House Road.
- 7.4. 25 MPH unless otherwise posted. If there is no posted speed limit it is presumed the speed limit is 25 MPH (NJSA 39:4-98).
- 7.5. No person shall drive any vehicle at speeds greater than the weather or road conditions permit (NJSA 39:4-98).
- 7.6. No person shall drive a motor vehicle at such a slow speed as to impede or block the normal and reasonable movement of traffic except when reduced speed is necessary for safe operation or in compliance with law (NJSA 39:4-97.1).

8. Turning Movements.

- 8.1. When a roadway has been divided into clearly marked lanes of traffic, vehicles will be driven in the lane nearest the right hand side of the roadway when that lane is available for travel (NJSA 39:4-82).
- 8.2. Except as specifically authorized below, U-turns are not authorized on McGuire AFB roadways.
 - 8.2.1. U-turns may be made between grassed islands on the paved surfaces of McGuire Blvd. and Tuskegee Airman Ave, except at locations adjacent to the traffic circles and intersections.
- 8.3. Drivers of vehicles may overtake and pass another vehicle upon the right under conditions permitting such movement in safety. In no circumstance may a vehicle overtake and pass another vehicle by driving off the pavement or main-traveled portion of the roadway (NJSA 39:4-85).

NOTE: This includes driving on the shoulder of the road to pass or overtake a vehicle that is making a left turn.

9. Stopping and Yielding.

- 9.1. Traffic circles.

9.1.1. Vehicles entering a traffic circle will yield to vehicles within the traffic circle. Vehicles exiting a traffic circle must signal their intent to other motorists.

9.1.2. Vehicles are prohibited from parking within any area of a traffic circle. Unloading or loading of passengers or baggage are also prohibited at all times.

9.2. Stop signs.

9.2.1. No driver of a vehicle shall enter an intersecting street marked with a stop sign unless he has first brought his vehicle to a complete stop within 5 feet of the stop line or crosswalk (NJSA 39:4-144).

9.2.2. One or more vehicles following directly in line with another vehicle and coming to a complete stop caused by the first vehicle may proceed into the street without coming to a complete stop again provided they yield to on coming traffic (NJSA 39:4-145).

9.3. No driver of a vehicle shall enter upon or across an intersection marked with a yield sign without first slowing to a reasonable speed for existing conditions and stopping if necessary for traffic on the intersecting roadway (NJSA 39:4-144).

9.4. Right of way at intersections.

9.4.1. The driver of a vehicle approaching an intersection shall yield the right of way to a vehicle which has entered the intersection. When two vehicles enter an intersection at the same time the driver of the vehicle on the left will yield the right of way to the driver of the vehicle on the right (NJSA 39:4-90).

9.5. A vehicle operator may turn to the right at a traffic signal which is indicating a mandatory stop provided the operator has signaled intent 100 feet before the turn, has come to a complete stop, and it is safe to make such a turn without interfering with traffic (NJSA 39:4-115).

10. Driving While Intoxicated (NJSA 39:4-50).

10.1. A person (non-military) who operates a motor vehicle while under the influence of intoxicating liquor, narcotic, hallucinogenic or habit-producing drug, or operates a motor vehicle with a blood alcohol concentration of .10% or more by weight of alcohol in the defendant's blood or permits another person who is under the influence of intoxicating liquor, narcotic, hallucinogenic, or habit-producing drug to operate a motor vehicle owned by him or in his custody or control shall be guilty of driving while intoxicated.

10.2. Driving Under the Influence (Article 111 UCMJ).

10.2.1. Any person subject to the UCMJ who operates any vehicle while drunk, or in a reckless or wanton manner, shall be in violation of Article 111, UCMJ. Drunk is defined as any impairment, which is sufficient to impair the rational and full exercise of the mental and physical faculties whether caused by liquor (presumed with a blood alcohol concentration (BAC) of 0.10% or higher, but a lower BAC may be sufficient to prove a violation of Article 111 of the UCMJ) or drugs.

10.3. Implied consent.

10.3.1. Any person who operates a motor vehicle on any public road shall be deemed to have given his consent to the taking of samples of his breath for the purpose of making chemical tests to determine the content of alcohol in his blood (NJSA 39:4-50.2).

10.3.2. The Installation commander will honor revocations issued by other installation commanders regardless of service component affiliation.

10.3.3. The licensing authority of the state where the license is issued, will be notified when an individual's installation driving privileges are revoked for a period of one or more years due to intoxicated driving and implied consent incidents.

10.4. Driving While Impaired: If the blood alcohol concentration is 0.05% but less than 0.10%, the operator will be presumed to be impaired.

10.5. Underage person Driving a Motor Vehicle After Consuming an Alcoholic Beverage: Any person under the legal age to purchase alcoholic beverages who operates a motor vehicle with a blood alcohol concentration of 0.01% or more, but less than 0.10% shall forfeit their privilege to operate a motor vehicle on the installation for a period of 6 months.

10.6. No person shall consume an alcoholic beverage while operating a motor vehicle (NJSA 39:4-51a).

10.6.1. A passenger will not consume an alcoholic beverage while a motor vehicle is being operated.

10.6.2. A person shall be presumed to have consumed an alcoholic beverage if an unsealed (original seal broken or a container such as a glass or cup) container of an alcoholic beverage is located in the passenger compartment of the vehicle and the contents of the alcoholic beverage have been partially consumed.

11. Miscellaneous Driving Regulations.

11.1. Towing must be consistent with all safety precautions using only chains or ropes certified to carry the load. Both vehicles must have a licensed operator behind the wheel and emergency flashers must be operating.

11.2. The operator of a motor vehicle approaching a stopped school bus or military crew bus displaying flashing lights will stop not less than 25 feet from such bus and remain stationary until all passengers have entered the bus or reached the side of the roadway and until the flashing red light is no longer exhibited (NJSA 39:4-128.1).

11.2.1. Exceptions are when the bus is being operated on a roadway with a divided safety island (i.e. North Bolling Blvd). The driver of a vehicle on another roadway approaching a school bus will slow to no more than 10 MPH and shall not resume normal speed until the vehicle has passed the bus.

11.3. Operators of motor vehicles will not back vehicles into or through an intersection. Vehicles will not be backed except when it can be driven safely and without impeding the flow of traffic (NJSA 39:4-127).

11.4. No person shall operate a government vehicle or privately owned vehicle manufactured after 1 Jul 1966 unless the driver and front seat passenger are wearing a seatbelt. (NJSA 39:3-76.2f) All Air Force active duty and reserve component members on active duty must wear seatbelts while riding in

a vehicle on or off the installation. Operators of a motor vehicle transporting a child under the age of 8 years or under 80 lbs. shall be responsible for the protection of the child by properly using a child passenger restraint system (NJSA 39:3-76.2a.).

11.4.1. Security Forces will enforce this statute in conjunction with a traffic stop for a moving violation and as probable cause for a motor vehicle stop.

11.4.1.1. Personnel who are cited for either failure to wear, or failure to have their passengers wear a seatbelt, will be subject to the following conditions:

11.4.1.1.1. For first time offenders, a citation with a value of four points will be assessed to their driving record.

11.4.1.1.2. For second time offenders within a six-month period, base-driving privileges will be suspended for a period of 30 days.

11.4.1.1.3. For third time offenders within a period of one year, base-driving privileges will be revoked for a period of one year.

11.5. Vehicle Lights.

11.5.1. Headlights and license plate lights must be white (NJSA 39:3-50).

11.5.2. Fender lamps, running-board or other courtesy lamp, front parking lamp, auxiliary driving lamp or a turn signal on or facing the front of the vehicle must be substantially white or amber.

11.5.3. Turn signal and stop lamps on or facing the rear of the vehicle must be substantially red or amber.

11.5.4. Headlights are required to be used whenever the use of windshield wipers are required, or when there is not sufficient light to see 500 feet ahead (NJSA 39:3-46).

11.5.5. Headlights, when in operation, will not have any type of cover which restricts or discolors the beam of the headlight.

11.5.6. Auxiliary Driving Lamps: Will not exceed two lamps on the front of the vehicle at a height not less than 12 inches nor more than 42 inches above the level of the road surface and must be white in color. Lamps will be aimed and used so that no part of the beam is directed to the extreme left of the vehicle or more than 100 feet ahead of the vehicle (NJSA 39: 3-51).

11.5.7. Additional Lighting: Any motor vehicle may be equipped with white or yellow running board courtesy lamp which shall emit light without glare (NJSA 39:3-52).

11.6. Careless driving is when a person operates a vehicle without due caution, in a manner so as to endanger, or be likely to endanger, a person or property (NJSA39: 4-97).

11.7. Reckless driving is when a person drives a vehicle heedlessly, in willful wanton disregard of the rights or safety of others, or in a manner so as to endanger, or be likely to endanger, a person or property (NJSA 39: 4-96).

11.8. The use of radar or laser detection devices to indicate the presence of speed recording instruments or to transmit simulated erroneous speeds is prohibited on McGuire AFB (DODI 6055.4, *DoD Traffic Safety Program*, paragraph E3.11.3.).

12. Pedestrian's Responsibilities and Rights.

- 12.1. Pedestrians will use sidewalks or path where provided.
- 12.2. When a sidewalk or path is not available. Pedestrians will walk, when practical, on the extreme left side of the roadway or shoulder, facing approaching traffic.
- 12.3. Except where otherwise indicated by a crosswalk or other traffic control device, a pedestrian shall cross a roadway at right angles to the curb. In absence of curbs, cross at right angles to the edge of the roadway (NJSA 39:4-34).
- 12.4. Pedestrians crossing a roadway at any point other than within a marked crosswalk shall yield the right-of-way to vehicles.
- 12.5. The driver of a vehicle shall yield the right-of-way to a pedestrian crossing the roadway within a marked crosswalk (NJSA 39:4-36).
- 12.6. The wearing of portable headphones, earphones, or other listening devices while walking, running, or jogging, is prohibited on roads, streets, and while crossing intersections on DoD installations for safety reasons. (**NOTE:** The wear of listening devices is permitted on sidewalks, paths and trails only).
- 12.7. Pedestrians should not enter a crosswalk until vehicles have stopped and yielded.

13. Bicycles and Motorized Bicycles/Scooters.

- 13.1. Any individual operating any bicycle or other human propelled vehicle upon a roadway should be subject to all of the duties applicable to drivers of motor vehicles.
- 13.2. Bicycles operated on a roadway shall be as near to the right side of the roadway as practical.
- 13.3. Whenever a person is riding a bicycle on a sidewalk they will yield the right-of-way to pedestrians. The only individuals authorized to ride bicycles on the sidewalk are children under the age of 15 and adults supervising them.
- 13.4. The minimum equipment required to ride a bicycle is operable brakes, bell, head and rear lamp visible for 500 feet in the hours of darkness (NJSA 39:4-10).
- 13.5. All personnel operating a bicycle on McGuire AFB must wear an approved bicycle helmet regardless of the age of the operator.
- 13.6. No person riding a bicycle upon a roadway shall attach himself or herself to a moving vehicle (NJSA 39:4-14).
- 13.7. No bicycle shall be used to carry more persons at one time than the number for which it is designed and equipped (NJSA 39:4-12).
- 13.8. A motorized bicycle means a pedal bicycle having a helper motor and is capable of a maximum speed of no more than 25 MPH on a flat surface (NJSA 39:1-1).
- 13.9. Motorized bicycles/scooters will not be operated on sidewalks or grass areas. When they are operated on roadways they will be operated to the far right side of the roadway.
 - 13.9.1. The minimum age of a motorized bicycle operator is 15 years or older, and the operator must be in possession of a valid driver's license. All operators must complete an approved DoD motorcycle safety course (NJSA 39:4-14.3).

14. Motorcycles/Mopeds.

14.1. All motorcycles must be registered and be properly insured under state law before they may be operated at any location on McGuire AFB.

14.2. No motorcycle may be legally operated on a roadway on McGuire AFB unless the vehicle complies with the following: (NJSA 39:3-76.3 through 39:3-76.10).

14.3. The following is taken directly from AFI 91-207, *USAF Traffic Safety Program* and shall be strictly enforced.

14.3.1. Only operators may ride mopeds-no passengers.

14.3.2. Headlights must be turned on at all times while vehicle is in operation.

14.3.3. Vehicle must have license plate light, taillight, and stop light.

14.3.4. Brakes on both wheels.

14.3.5. Handlebars that are higher than the shoulder height of the operator when seated are not authorized.

14.3.6. Foot rests, rear view mirror, and horn.

14.3.7. Operator and passenger wear impact resistant goggles or a full-face shield on their helmet unless the motorcycle is equipped with a windshield.

14.3.8. Long sleeved shirts or jackets, full-fingered motorcycle gloves or mittens, and long trousers.

14.3.9. Brightly colored or contrasting vest or jacket as an upper garment during the day and reflective during the night. Outer garment will be clearly visible and not covered.

14.3.9.1. The reflective belt is not a suitable alternative to the reflective vest or jacket.

14.3.10. The motorcycle and motorcycle operator must successfully complete an approved motorcycle safety course.

14.3.10.1. The motorcycle safety course must be taken and personnel must be in possession of Motorcycle Safety Foundation (MSF) card and McGuire AFB Form 244 before issuance of AF Form 75 or DD Form 2219 or 2220.

14.3.10.2. Contact Wing Safety to verify if the motorcycle safety course from another installation will be authorized.

14.3.10.3. Individuals that are enrolled in the motorcycle safety course through the Wing Safety office will be identified to the security forces by letter prior to the course date. These individuals will be authorized to drive their motorcycles on base to attend the course.

14.4. Motorcycles are permitted to park in the triangle space at the end of all parking lots with the exception of next to handicapped parking spaces so that it would cause the handicapped person(s) difficulty entering and/or exiting the vehicle. Motorcycles cannot share a parking slot with any other vehicles.

15. Rollerblading/Skateboarding/Scooters. All personnel are required to wear helmets, with knee and elbow pads encouraged, while engaged in these activities on base to include the housing areas in Falcon

Courts North and Falcon Courts East. After dusk, all MAFB personnel, including dependents and guests, participating in skateboarding, skating, or scooter activities are required to wear some type of reflective clothing to be easily seen around the base. Anyone caught breaking these rules will be told to stop their activity and walk. A Field Interview Card will then be turned into SF Investigations. The Juvenile Services Officer will track these incidents and letters of warning will be sent to parents of repeat offenders.

16. Parking Regulations.

16.1. Parking not to obstruct traffic.

16.1.1. No person shall park or leave standing a vehicle, whether attended or unattended, upon a roadway, when it is practical to park or leave standing off the roadway (NJSA 39: 4-136).

16.1.2. No person shall park any vehicle upon a street in such a manner or under such condition as to leave available less than 10 feet of the width of the roadway for free movement of vehicle traffic (NJSA 39:4-138).

16.1.3. No operator of a vehicle shall stand or park the vehicle at a curb longer than the time necessary for loading or unloading passengers or materials (NJSA 39: 4-139).

16.2. Parking restrictions.

16.2.1. No person shall park any vehicle along any roadway that has been marked, signed, or specially designated no parking.

16.2.2. No person shall park on any roadway not specifically designated or marked for parking.

16.2.3. Within an intersection, crosswalk, in front of a driveway, or on a sidewalk.

16.2.4. Within 25 feet of the nearest crosswalk or a street intersection.

16.2.5. Within 50 feet of a stop sign.

16.2.6. Within 10 feet of a fire hydrant.

16.2.7. In a space designated for the physically handicapped.

16.2.8. In such a manner as to occupy more than one parking space.

16.3. No person shall park, stop, or stand any vehicle on any surface not approved for vehicle operation (i.e. grass, dirt, or sidewalks).

16.4. No person shall park a vehicle upon any roadway for the principle purpose of displaying the vehicle for sale, or performing major repairs on the vehicle.

16.5. No person will park a recreational vehicle, non-motorized recreational vehicle, trailer, or boat on any roadway or parking lot except those designated by the 305 AMW/CC for more than four hours.

16.6. Officially marked parking locations denoted by certain paint colors indicate restrictions to standing, parking, and or stopping.

16.6.1. Yellow or red - no parking.

16.6.2. White with black lettering - reserved, time parking, and other restrictions.

16.7. Roadside parking in Falcon Courts North is permitted on the same side of the street as the light poles unless otherwise designated with white lines. Parking will be with the flow of traffic.

16.8. Parking spots designated for specific quarters are considered reserved/designated parking.

16.8.1. Occupants will not park their vehicles in parking spaces designated for visitors.

16.9. Extended long-term parking is available at the Passenger Terminal for personnel departing on leave or TDY.

16.10. Vehicles for sale may only be parked in the 305 SVS parking lot at the intersection of Broidy Rd and Lancaster Ave.

16.11. No person shall leave a vehicle unattended on a roadway with the engine running (NJSA 39:4-137).

17. Miscellaneous Rules.

17.1. No motorized vehicle will be operated on any off-road or grassy area with the exception of emergency vehicles responding or personnel while in performance of official duties.

17.2. Abandoned vehicles.

17.2.1. Two types defined. Those vehicles left on roadside requiring emergency repair for more than two hours, legally or illegally parked, and those vehicles in disrepair whose owner can not be easily identified and are not properly registered.

17.3. Security Forces personnel may initiate required actions to have such vehicles removed from any location on McGuire AFB. These vehicles will be removed and impounded at a lot designated by the 305 AMW/CC and overseen by the Security Forces Investigations Section.

17.4. If the owner is identified and contacted, but has failed to make the vehicle safe and/or removed the vehicle, or if ownership cannot be established, a government tow vehicle will be used to tow the vehicle to the location designated by 305 AMW/CC.

17.5. Before an impound vehicle is released, Security Forces will ensure in addition to proper ownership, that the person to whom the vehicle is being released has paid all costs incurred by the government, if applicable.

17.6. A vehicle is considered abandoned and may be disposed of 60 days after reasonable efforts are made to contact the owner. When a suspected abandoned vehicle is located the following actions will be taken.

17.6.1. A DD Form 1408, **Armed Forces Traffic Ticket**, along with a DD Form 2504, **Abandoned Vehicle Notice**, will be issued and placed on the vehicle. Instructions will be placed on the ticket for the owner to contact the Security Forces Investigation Section within 3 duty days.

17.6.2. If the owner does not report to the Security Forces Investigation Section as directed, the vehicle is subject to impoundment.

17.7. Authority to impound.

17.7.1. Any Security Force Investigator with reasonable suspicion that a vehicle is abandoned may remove the vehicle and impound it at the expense of the owner.

17.7.2. The Chief, Security Forces may impound any vehicle if; it is used or suspected of being used in the commission of a crime, suspected of or reported as stolen, being driven by an intoxicated driver, or abandoned on the installation.

17.7.3. Disposal of impounded vehicles will be IAW DoD Directive 4160-21M, *Defense Reutilization Marketing Manual* and AFI 31-204.

17.7.4. An individual seeking release of a vehicle may do so upon meeting all monetary obligations incurred by the government and after presenting the following:

17.7.4.1. Valid state registration, bill of sale, or certificate of title.

17.7.4.2. A duly executed power of attorney by the rightful owner that authorizes the release of the vehicle to the bearer.

17.7.4.3. A valid New Jersey court order directing the release of the vehicle.

17.8. Minimum limits of liability coverage (NJSA 39:6A-3).

17.8.1. \$15,000 injury to death to more than one person.

17.8.2. \$30,000 injury or death to more than one person.

17.8.3. \$5,000 property damage.

17.9. Display of an item on a motor vehicle that conveys, expresses, or infers an obscene act, or displays wording of a profane nature will be cause for issuance of a DD Form 1408, and subject to a 2 point non-moving traffic violation.

17.10. **Vehicular Noise.**

17.10.1. Loud music *will not* be heard coming from a vehicle, at a distance of 20 feet from the vehicle. Violators may be cited.

18. Vehicle Registration Policy and Issuance/Disposition of DD Forms 2219, 2220.

18.1. The Installation Commander has authorized issuance of DD Form 2220, **Armed Forces Vehicle Decals**, from McGuire AFB to the following personnel:

18.1.1. Active duty military personnel assigned or attached to McGuire AFB.

18.1.2. Reserve military personnel assigned or attached to McGuire AFB (Decals issued by 514 MSS for newly arriving personnel and 305 SFS Pass & Registration for all others).

18.1.3. National Guard personnel assigned or attached to McGuire AFB (Decals issued by 305 SFS Pass & Registration).

18.1.4. Civilians employed on McGuire AFB for one year or longer.

18.1.5. Retired military and retired civilian employees.

18.1.6. Dependents of active duty military or retired personnel residing in the local area and their sponsor is stationed/living elsewhere, will need a notarized letter from the sponsor authorizing them to register their vehicle at McGuire AFB.

18.1.7. Civil Air Patrol members with current membership (Civilian Decals).

18.1.8. Commissary employees with a DECA ID and a signed letter verifying employment (Civilian Decals).

18.1.9. AAFES employees with AAFES ID and a signed letter verifying employment (Civilian Decals).

18.1.10. Visual Information personnel, Raytheon personnel (C-141 refueling simulator-ARPPT), and Boeing personnel (COMBS & KC-10 simulator) via an approved contractor employee's list (Contractor Decals).

18.1.11. Army Corps of Engineers assigned to McGuire AFB via an approved employee listing (Civilian Decals).

18.2. DD Forms 2219, 2220 and Base Decal will be issued through the Pass and Registration Office.

18.2.1. All military personnel assigned to McGuire AFB are required to register their vehicle on base. Military personnel (regardless of service) residing on McGuire AFB will register their vehicle on McGuire AFB.

18.2.2. Civilians authorized a DoD or military issued ID card for a period of one year or longer, working on, attached to, or residing on McGuire AFB are authorized to be issued DD Forms 2219/2220.

18.2.3. Individual PCSing to an overseas area or storing a vehicle must return the DD Form 2219 and 2220 to Pass and Registration before their final out-processing date. **Exception:** Individuals whose dependents are remaining in the local area will be allowed to retain their vehicle registration.

18.2.3.1. Individuals PCSing stateside or retiring must de-register their vehicles but may be allowed to keep their DD Form 2219 and 2220; vehicle registration information will be forwarded to the gaining stateside base.

18.2.4. Individuals required to turn in their DD Form 2220 and 2219 and do not have them, will be required to submit a letter from their commander/first sergeant stating that the forms were destroyed.

18.2.4.1. This letter will be kept on file in the Pass and Registration Office.

18.2.5. If an individual sells their vehicle, it is damaged beyond repair or the decal has been destroyed (i.e., windshield or bumper need to be replaced, etc), traded in, or is no longer in the possession of the individual that registered the vehicle, the decals need to be returned to Pass and Registration.

19. Reserve Parking.

19.1. The 305 AMW/CC has overall responsibility for management of the McGuire AFB Reserve Parking Program. The senior ranking individual of a facility has been designated as the OPR for designating reserved parking spaces in the parking areas of the facility under their control. The senior ranking individual may delegate this responsibility to a person under their command. The OPR must forward the unit request for reserved parking spaces to 305 CES/CEOEO. Allocation of reserve parking spaces will be made IAW AFI 31-204.

19.2. Reserved parking should not exceed 10% of the total parking spaces available.

19.2.1. If the parking lot or area under consideration is used by more than one organization, the senior ranking individual or their designated representative will coordinate with all organizations working in the facility or sharing the parking lot.

19.3. All on-going maintenance to ensure that specified locations are properly marked and in adequate repair is the responsibility of the effected organization.

19.4. Priority of reserve parking spaces.

19.4.1. Priority #1: Disabled/handicapped spaces.

19.4.2. Priority #2: Government vehicles authorized and assigned to specific key individuals.

19.4.3. Priority #3: General support mission vehicles. This includes government vehicles used for short-term visits.

19.4.4. Priority #4: Customer service and visitor parking.

19.4.5. Priority #5: Privately owned vehicles. Key personnel such as the squadron commander, Chief Master Sergeants, and first sergeant.

19.4.6. A unit commander may authorize personnel who are deemed mission essential to have a reserved parking space.

19.4.7. Special consideration should be given to bicycle, motorcycle, and car pool parking.

19.5. Marking of the reserve parking spaces.

19.5.1. Parking spots must be marked by number or office symbol for brevity or they must be marked with the descriptive position (i.e. Installation Commander).

19.5.2. Visitor and customer service will be marked "Visitor or Customer Service, hour/minute".

19.5.3. Handicapped parking will be painted blue or marked with a Reserved Handicapped sign.

19.5.4. Loading zones will be marked "Loading Zone".

19.6. The senior ranking individual or their designated representative will conduct an annual review of their reserved parking spaces, to ensure compliance with this instruction.

19.7. Units should notify Security Forces of violations occurring in lots under their control.

19.7.1. Citations will only be issued for unauthorized parking in spaces that meet the requirements of [19.4.](#) above.

20. Abandoned Motor Vehicles/Towing at Owners Expense (TOE) program.

20.1. The TOE program is designed to reduce liability and cost of towing abandoned vehicles by arranging a program with local towing companies to tow vehicles from McGuire Air Force Base at the owner's expense.

20.2. The OPR for the program will be Security Forces Investigations (SFOI). They are responsible for contacting all towing companies and equitably distributing calls for service among them. In addition, account for accurate, legal identification of vehicles as abandoned and all proper documentation required prior to and at the time of towing.

20.3. Procedures for contacting towing companies is as follows:

20.3.1. The list identifying appropriate tow companies will be acquired from the New Jersey State Police (NJSP). All companies listed will meet the standards established by the NJSP for towing

vehicles. The Security Forces Investigation section will contact the NJSP to insure the validity of the list.

20.3.2. The list will be maintained in the Security Forces Investigations office.

20.4. Vehicles are suspected of being abandoned when one or more of the following circumstances exist:

20.4.1. The certificate of registration has expired and the registered and legal owner no longer resides at the address listed on the last certificate of registration on record.

20.4.2. The major parts have been removed so as to render the motor vehicle inoperable and incapable of passing inspection as required under existing standards.

20.4.3. Manufacturer's serial plates, motor vehicle identification numbers, license number plates and other means of identification have been removed so as to nullify efforts to locate or identify the registered and legal owner.

20.4.4. The registered and legal owner of record disclaims ownership or releases his rights thereto.

20.4.5. When a vehicle is suspected of being abandoned, Security Forces will issue DD Form 2504, **Abandoned Vehicle Notice**. The notice will be affixed to the windshield. If the owner does not contact the Security Forces or move the vehicle within 72 hours, it will be considered abandoned and towed.

20.4.6. At the time of the notice, Security Forces Investigations will conduct NCIC check to ensure the vehicle is not stolen. SFOI will photograph the vehicle.

20.4.7. After three days from the notice, the vehicle will be towed by a civilian tow truck service to their storage lot. A DD Form 2506, **Vehicle Impoundment Report**, will be accomplished. The tow truck driver will receive one copy. The other copies will be maintained on file, along with an NCIC rip of the vehicle's license plate number and/or VIN number and a picture of the vehicle. These files will be maintained for at least one year from date of release to the tow Truck Company.

20.5. The Tow Company is responsible for any damage to the vehicle resulting from the tow, and notifying the rightful owner of final disposition of the vehicle if not claimed within 60 days. If an owner claims the vehicle, the owner will be responsible for the towing and storage charges.

TERESA M. PETERSON, Brig Gen, USAF
Commander, 305th Air Mobility Wing

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Code of Federal Regulations, Title 32 Section 210.3, *Enforcement of the State Traffic Laws on DoD Installations*

Code of Federal Regulations, Title 32 Section 634.25, *Installation Traffic Codes*

DoD Directive 4160-21-M, *Defense Reutilization Marketing Manual*

DoD Directive 55250.4, *Enforcement of State Traffic Laws on DoD Installations*

DoD Instruction 6055.4, *DoD Traffic Safety Program*

US Department of Transportation, *Manual on Uniform Traffic Control Devices (MUTCD)*

AFI 31-204, *Air Force Motor Vehicle Traffic Supervision*

AFI 51-905, *Use of Magistrate Judges for Trial of Misdemeanors Committed by Civilians*

New Jersey Statutes Annotated, Title 39, *Motor Vehicle and Traffic Regulations*

Abbreviations and Acronyms

AAFES—Army & Air Force Exchange Service

AFI—Air Force Instruction

AMW/CC—Air Mobility Wing Commander

BAC—Blood Alcohol Content

CES—Civil Engineering Squadron

C.F.R.—Code of Federal Regulations

DECA—Defense Commissary Agency

DODD—Department of Defense Directive

DUI—Driving Under the Influence

DWI—Driving While Impaired

ID—Identification

IAW—In Accordance With

MUTCD—Manual on Uniform Traffic Control Devices

MPH—Miles Per Hour

MSS—Mission Support Squadron

NCIC—National Crime Information Center

NCOIC—Non-Commissioned Officer in Charge

NJSA—New Jersey Statutes Annotated

OPR—Office of Primary Responsibility

SFS—Security Forces Squadron

SFAA—Security Forces Reports and Analysis

SFOI—Security Forces Office of Investigations

SFOS—Security Forces Installation Security Superintendent

UCMJ—Uniform Code of Military Justice

U.S.C.—United States Code

VIN—Vehicle Identification Number